EVERETT PUBLIC SCHOOLS

New ☐ Change ☐

# User Access Request Form

(For Office Staff/Administrators/Facilitators)

**EPR/Gradebook**
**eSchoolPlus/Cognos**
**Insight**

## Learning Management Services

*PLEASE PRINT LEGIBLY* (complete all sections below as needed):

LAST NAME: _____ FIRST NAME: _____

SCHOOL/DEPARTMENT: _____

CURRENT USERNAME (Employee ID):_____ EPS Employee: Yes _____ No _____

TITLE & POSITION: _____ CONTACT PHONE #: _____

SUPERVISOR: _____ CONTACT PHONE #: _____

Temporary position: Yes No If yes, start and end dates: _____

## SECTION A: EPR/Gradebook

**To be approved by SUPERVISOR**

### Elementary Progress Report (EPR) Access

Form only needed for office and admin access/printing of EPR.

**Yes No REQUESTING THE ABOVE INDIVIDUAL BE AUTHORIZED FOR EPR Access.**

When will employee be available for training? _____

### Secondary Gradebook Access

**Yes ___ No ___ REQUESTING THE ABOVE INDIVIDUAL BE AUTHORIZED FOR Gradebook ACCESS.**

Gradebook Access: Building # (s): _____

Building Administrator: Yes No ___ Attendance: View ____ Edit ____

Student Access for building: Yes No ___ CRC Staff: Yes ___ No ___

When will employee be available for training? _____

## SECTION B: eSchoolPlus and Cognos

**To be approved by SUPERVISOR**

**Yes ___ No ___ REQUESTING THE ABOVE INDIVIDUAL BE AUTHORIZED FOR eSchoolPlus/Cognos.**

**1.** Please check one below

____ Tier 1 (look only with district access)
____ Tier 2 (look only with building access) – building(s) _____

**2.** Meal Status Access (Required to also complete Section D)

____ Administrator
____ Counselor
____ Success Coordinator
____ Office Manager
____ Registrar
____ Other Please explain

**3.** Define Role for management of data

____ Administrator
____ Counselor
____ Nurse/Healthroom
____ Attendance
____ Registration Records
____ Transcript
____ Success Coordinator
____ Specialist

When will employee be available for training? _____

**Signatures required on Page 2**

## SECTION C: Insight (dependent upon user roles, responsibilities and security)

Required to also complete Section D — **To be approved by SUPERVISOR**

**Yes ___ No ____** **REQUESTING THE ABOVE INDIVIDUAL BE AUTHORIZED FOR Insight ACCESS.**

Insight Access: Building #(s): _____ CRC Staff: Yes ___ No ___

When will employee be available for training? _____

## SECTION D: Annual Notification Confidentiality Letter Disclosure of Student Free and Reduced Meal Status Information

If employee has read access to Free and Reduced Meal Status this section must be completed.

**If employee is able to view Free and Reduced Meal status, an Annual Notification Confidentiality Letter is required (Appendix A).**

Please initial the following statement where applicable.

I have given the employee the Annual Notification Confidentiality Letter (supervisor initials) _____

I have received the Annual Notification Confidentiality Letter (employee initials) _____

## SECTION E: To be read and completed by SUPERVISOR and EMPLOYEE

Sections A, B, C and/or D to be completed before supervisor signature.

**Acknowledgment of Confidentiality and Acceptable Use Provisions**

As an employee of the Everett School District #2, I am aware that student and employee data to which I have access must be treated in a confidential manner. I am aware that any breach of confidentiality or abuse of my position may result in disciplinary action. Examples of such data or materials which require confidentiality include, but are not limited to, reports and computer terminal display information. In consideration for the privilege of using and having access to the Gradebook and/or Insight system, I hereby release the Everett School District #2 from any and all claims and damages of any nature arising from my use of the system, without limitation. Further, I have read and agree to abide by the Regulations for Acceptable Use of the Everett School District Network, which I have reviewed and understand.

_____ _____ _____ _____

Supervisor Signature Date Employee Signature Date

## SECTION F: OSPI Education Data System (EDS)

If user requires access to OSPI Education Data System (EDS) roles (such as Attendance, CEDARS, Student Record Data Exchange), supervisor needs to email request to Karen Sullivan, KSullivan@everettsd.org.

**SECTION G: To be completed by Learning Management Systems Department**

| | | | | |
|---|---|---|---|---|
| Gradebook Access: | AD ____ | CK ____ | Other _____ | Date entered: _____ |
| EPR: | AD ____ | CK ____ | Other _____ | Date entered: _____ |
| Insight Access: | PD ____ | | Other _____ | Date entered: _____ |
| eSchoolPlus/Cognos: | AD ____ | CK ____ | Other _____ | Date entered: _____ |
| Confidentiality Letter Database: | SB ___ | | Other _____ | Date entered: _____ |

_____ _____

Director Signature Date

**RETURN completed form to LMS Department, CRC, Attn: Forms**

# Keep letter for your records.

EVERETT PUBLIC SCHOOLS
PO Box 2098, Everett, WA 98213
www.everettsd.org

Date: _____

TO: _____
(employee name)

**Regarding:** 2016-17 Annual Notification - Disclosure of Student Free and Reduced Meal Status Information

Since you have access to student meal status through one of the Everett Public Schools reporting tools (e.g., eSchoolPlus and/or Insight) and/or Office of the Superintendent of Public Instruction (OSPI) applications, we would like to take this opportunity to inform and remind you of the CONFIDENTIAL nature of student meal status under OSPI Memorandum No. 062-08M – Child Nutrition Services.

The Everett Public Schools Food & Nutrition Services Department and you acknowledge and understand that children's free and reduced-price meal and free milk eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et seq.) or Child Nutrition Act of 1966 (42 USC 1771 et seq.) and the regulations implementing those Acts is CONFIDENTIAL INFORMATION. This agreement is intended to ensure that any information disclosed by you about children eligible for free and reduced-price meals or free milk will be used only for the purposes of developing and implementing school improvement plans. You should be aware that this law states that unauthorized disclosures of this information will result in penalties of imprisonment of not more than 1 year or not more than $1,000 or both and could result in disciplinary action.

Please take extra care in maintaining and protecting students' and parents' rights of confidentiality. All printed lists/documents will be shredded when your work is complete. Until shredding occurs, printed lists/documents will be kept locked in a file cabinet or drawer.

Please do not hesitate to contact Joanna Peeler, Manager, Food & Nutrition Services at x4380 should you have any further questions.

Sincerely,

Debbie Kovacs
Executive Director
Human Resources
dkovacs@everettsd.org
(425) 385-4101

cc: Joanna Peeler

# Keep letter for your records.